



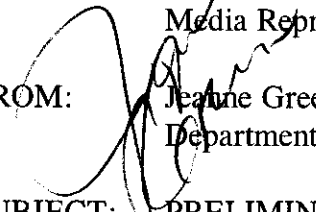
**DEPARTMENT OF PERSONNEL**

209 E. Musser Street, Room 101  
Carson City, Nevada 89701-4204  
(775) 684-0150

**MEMO PERD #27/00**

September 15, 2000

TO: Personnel Commission Members  
Department Directors  
Division Administrators  
Agency Personnel Liaisons  
Agency Personnel Representatives  
Designee for Rules Distribution  
Employee Representatives  
Media Representatives

FROM:  Jeanne Greene, Director  
Department of Personnel

SUBJECT: PRELIMINARY PERSONNEL COMMISSION AGENDA

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The items listed below are tentatively scheduled for the Personnel Commission meeting on October 4-6, 2000. This meeting will be held at the Legislative Building, 401 S. Carson Street, Room 4100, Carson City, Nevada, and via video conferencing at the Grant Sawyer Building, 555 E. Washington, Room 4401, Las Vegas, beginning at 8:00 a.m.

- I. Call to Order – 8:00 a.m.
- II. \*Adoption of Agenda
- III. \*Minutes of Previous Meeting
- IV. \*Classes Subject to Pre-Employment Screening for Controlled Substances  
*Nevada Veterans Nursing Home, Office of Veteran Services*
- V. \*Classification  
*Department of Prisons*  
*Correctional Officer Series*

VI. \*Classification Appeals

- A. Marlene Parks, Program Officer II  
*University of Nevada, Reno, Facilities Management*
- B. Harley Anderson, Electrician Supervisor  
*University of Nevada, Reno, Facilities Management*

VII. \*Regulation Changes

VIII. \*Medical, Health & Related Services, Subgroup: Nursing Services, Sub-Professionals  
Occupational Group Study

IX. \*Clerical & Related Services Occupational Group Study

X. \*Clerical & Related Services Occupational Group Study Appeals

A. ADMINISTRATIVE ASSISTANTS

- 1. Linda Ingram, Administrative Assistant IV  
*University of Nevada, Reno, University Library*
- 2. Betty Case, Administrative Assistant IV  
*Department of Human Resources, Aging Services Division*  
Vacant (3158-0004), Administrative Assistant IV  
*Department of Human Resources, Health Care Financing & Policy Division*
- 3. John Johnson, Administrative Assistant IV  
*Department of Transportation, District II Administration*
- 4. Susan Ferguson and Shaun Stevens, Administrative Assistant III  
*Department of Motor Vehicles & Public Safety, Highway Patrol Division*
- 5. Marta Marsh, Administrative Assistant III  
*Department of Motor Vehicles & Public Safety, Parole & Probation Division*
- 6. Karen McKay, Administrative Assistant III  
*Department of Human Resources, Mental Health/Developmental Services Division,*  
*Southern Nevada Adult Mental Health Services*
- 7. Linda Ketner, Administrative Assistant III  
*Department of Human Resources, Mental Health/Developmental Services Division,*  
*Southern Nevada Adult Mental Health Services*

A. ADMINISTRATIVE ASSISTANTS (cont'd)

8. Patricia Wendell, Administrative Assistant III  
*Department of Human Resources, Mental Health/Developmental Services Division,  
Nevada Mental Health Institute*
9. (7) Administrative Assistant II's - Lori Stonum, Joann Jackson, Fauncille Keller,  
Patricia Whitlock, Jean Jones, Dana Tueller, and Corrie Ebeling  
*Department of Human Resources, Mental Health/Developmental Services Division,  
Rural Clinics*
10. (5) Administrative Assistant I's - Nancy Hansen, Linda Farinella, Ernestine Gimble,  
Nona Sue Walker and Nancy Young  
*Department of Human Resources, Health Division, Special Childrens' Clinic*
11. (2) Administrative Assistant II's, Gayle Scott-Burkland and Kathy Hull  
(2) Administrative Assistant III's, Kathy Shapland and Evelyn Gilbert  
*Department of Human Resources, Mental Health & Developmental Services  
Division, Nevada Mental Health Institute*
12. Pam Glass, Administrative Assistant II  
*Department of Business & Industry, Industrial Relations Division*
13. Joan DiBlasio, Administrative Assistant I  
*Public Utilities Commission*

B. LEGAL SECRETARIES

1. (40) Legal Secretary II's - Anne Ingalls, Judith Girton, Rachel Brooks, Susan  
Hanshew, Judy Fishburn, Kristen Hansen, Linda Deming, Pamela Young, Sandra  
Gibbons, Charlene Hembree, Gerlean Mosey, Joan Thran, Lisbet Sherwood, Pamela  
Sharp, Carol Sweeney, Salley Bullard, Dorene Wright, Nancy Key, Janice McClure,  
Eva Crouch, Kathleen Bishop, Therica Hubbard, Debra Landrum, Doris Bryan,  
Suzanne Custer, Karen Fields, Diana Powell, Dorianne Potnar, Rebecca Marfil,  
Sharon Smallwood, Tracy Seymon, Linda Metropulos, Frances Owens, Doris  
Williams, Kat Howe, Sharon O'Hara, Dorothy Young, Patricia Hicks, and vacant  
position 1030-0188
- (8) Supervising Legal Secretaries - Sue Lindsey, Carolyn Tyzbir, Traci Dory,  
Kathy Schultz, Melissa Mendoza, Sally Putman, Claire Murphy, and Debra Gyger  
*Office of the Attorney General*

C. ACCOUNTING ASSISTANTS

1. Shelby Grabill, Accounting Assistant I  
*Department of Transportation, Equipment Division*
2. Cwendolyn Chapman, Accounting Assistant I  
*Department of Transportation, Equipment Division*
3. Carol Blasch, Accounting Assistant I  
*Department of Transportation, District II Administration*

D. RETAIL STOREKEEPER / SUPPLY TECHNICIANS

1. Charles Horn, Retail Storekeeper III  
*Department of Prisons, Inmate Services*
2. Raymond Kirschman, Supply Technician II  
*Department of Prisons, Rural Division*
3. Patricia Holbury, Supply Technician I  
*Department of Human Resources, Mental Health/Developmental Services Division,  
Southern Nevada Adult Mental Health Services*

- XI. Uncontested Classification Action Report
- XII. Selective Certification
- XIII. Special Reports
- XIV. Comments by the General Public
- XV. Select Date for Next Meeting
- XVI. \*Adjournment

*\* Indicates item will be voted on by the Personnel Commission*

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Carol Thomas, Chief of Technical Services, State Personnel, at (775) 684-0105.

NOTE: We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Debra Berry at (775) 684-0110 no later than five working days prior to the meeting.